

WATER DIVISION SUPERVISOR

DISTINGUISHING FEATURES OF WORK:

Under general direction of the Director of Public Works, supervises and directs all activities within the Water Division; determines priorities involving the scheduling of projects and preventive maintenance programs; prepares requisite records and reports as required by Village and the Illinois Environmental Protection Agency (IEPA) and other regulatory agencies.

ILLUSTRATIVE EXAMPLES OF WORK:

- Supervises, assigns, and participates in the maintenance and repair of the water distribution system; performs tasks in the repair and maintenance of fire hydrants, reservoirs and tanks, water mains, buffalo boxes, valve boxes and other related activities.
- Schedules, supervises work crews, and participates as necessary to ensure that sufficient staff are assigned to each project to include water plant operation, water meter installation and maintenance, turn on and turn off water services, resolving complaints, and other water service matters.
- Operates and instructs utility workers regarding operating trucks, tractors, tools and equipment involved in the maintenance and repair of the water supply system.
- Receives and reviews blueprints, plans, work orders or verbal instructions on work to be performed; makes preliminary survey of work sites; observes progress of work during all stages to insure that work is performed according to specifications and time schedule; makes decisions regarding changes in plans and informs the Public Works Director concerning any such situations.
- Prepares requisitions for materials, tools and equipment needed; maintains required records, i.e., employee's time, materials used on jobs, estimates water loss, makes written reports on problems, progress, etc.
- Makes proper notification of water treatment when field work may vary water demands, effect the quality of the potable water supply, or when samples for bacteriological tests are to be taken.
- Forecasts operational needs, anticipates costs and formulates fiscal budget for the Water Division.
- Compiles, maintains and submits all required operational and personnel records and reports such as gasoline usage/mileage reports, daily activity logs and personnel time records.
- Plans, organizes, and conducts a regular monthly safety training program for employees.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

WATER DIVISION SUPERVISOR

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Requires knowledge, skill and mental development equivalent to the completion of four years of high school.
- Requires three (3) years of experience in a public water supply system of maintenance, operation and chemical treatment.
- Requires certification as an Illinois Public Water Supply Operator, Class B or higher.
- Requires extensive knowledge of Supervisory Control and Data Acquisition (SCADA) systems as they pertain to a water distribution system and water plant operation.
- Requires possession of a valid Illinois Vehicle Operator's License in the appropriate classification required by law.
- Requires extensive knowledge of the standard practices for installing water mains and appurtenances.
- Requires extensive knowledge of the methods used in excavating, tunneling, shoring, breaking concrete, cutting of mains and pipes, backfilling and hauling dirt.
- Requires extensive knowledge of the functions and operating methods of a variety of automotive equipment and tools used in water supply work.
- Requires working knowledge of rules and regulations of the Illinois Environmental Protection Agency pertaining to the distribution system and production.

Other Skills and Abilities:

- Requires ability to plan, assign, supervise, and inspect the work of subordinate employees.
- Requires ability to read and follow plans, specifications and blueprints.
- Requires ability to operate, care for, and recognize potential hazards of tools and equipment used.
- Requires ability to direct efficient and economic water supply work in use of workers, material and equipment.
- Requires ability to determine how to accomplish work safely, often times under traffic conditions.

WATER DIVISION SUPERVISOR

- Requires ability to coordinate all work by outside contractors pertaining to the water system to provide compliance with Village Codes and Ordinances.
- Requires ability to establish and maintain satisfactory working relationships with employees and the general public.
- Requires ability to plan, organize, and conduct monthly employee safety training programs.
- Requires ability to maintain all records, phases and programs of the meter shop, laboratory, water plant, and Water Division administrative building and facilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires physical ability to withstand working outside in all extreme weather conditions.
- Requires hearing ability sufficient to understand radio transmissions and conversation with other individuals both in person and over a telephone, and ability to hear recording on transcription device.
- Requires speaking ability sufficient to communicate effectively with other individuals in person, over a telephone and over a radio.
- Requires visual ability sufficient to effectively operate office equipment including copier, computer, etc. and visual ability to read and write reports, correspondence, and instructions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet, but sometimes somewhat hectic. Exposed to high level of noise on regular basis while supervising field job site operations. Regularly exposed to extreme weather conditions while supervising field job site operations. Works near moving parts and a wide variety of light to heavy equipment.

WATER DIVISION SUPERVISOR

SAFETY RESPONSIBILITIES:

Each Division Head has the full responsibility and authority for maintaining a safe and healthy working environment within their jurisdiction. Each division is responsible for providing the type of work procedures and service to the public that will promote safety. Each Division Head shall:

1. Develop and actively support a Divisional Safety/Loss Prevention & Training Program.
2. Develop and recommend practical safety/loss prevention & training rules and regulations pertinent to the activities conducted by the division.
3. Take corrective action for any unsafe condition that is observed or reported.
4. Ensure the prompt investigation of accidents in accordance with Village and IRMA requirements.